



MESA POLICE DEPARTMENT

OFF-DUTY EMPLOYMENT TERMS AND CONDITIONS

TO BE COMPLETED BY ALL EMPLOYERS ANNUALLY

NAME OF TEMPORARY EMPLOYER: _____

EMPLOYER ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

**Any establishment whose primary source of income is from liquor must provide a description of job duties to be performed by the Mesa Police Department (MPD) member.

1. Payment is required upon receipt of MPD Invoice.
2. The MPD Officer's acceptance of employment is conditioned upon approval of the Chief of Police.
3. MPD Officer's working conditions and demeanor are subject to onsite inspection and review by the Mesa Police Department.
4. Any employment of uniformed Off-Duty MPD Officers **MUST** be arranged with the Off Duty Hiring Coordinator of the Mesa Police Department. The Mesa Police Department reserves the right to cancel or terminate any Off-Duty work agreement or engagement in emergency and other situations as determined by the Chief of Police or designee.
5. MPD Officers are considered to be employees of the above listed temporary employer for the purposes of the Arizona Worker's Compensation Laws and any injuries resulting from such employment shall be the responsibility of the named temporary employer.
6. The temporary employer will cooperate fully in the prosecution of any arrests resulting from this temporary employment.
7. Police related temporary employment is authorized **ONLY** within the boundaries of the City of Mesa.
8. Temporary employers **MUST** purchase and maintain insurance, as evidenced by Certificate of Insurance **BEFORE** temporary employment begins, as prescribed by City Ordinance with the **CITY OF MESA AND/OR MESA POLICE DEPARTMENT** listed as additionally insured.

9. Commercial general liability insurance with a one million (\$1,000,000) dollar per occurrence limit for products and completed operations, premises liability, personal injury and contractual liability for the liability assumed under this agreement. Such insurance shall include false arrest, false imprisonment, violation of civil rights and libel and slander.
10. Statutory workers' compensation insurance and employers' liability of \$500,000.00 policy limit.
11. The fee for Off Duty MPD Officers will be according to the following schedule and stipulations:

Sworn Police Officer	\$40.00 per hour
Sworn Police Supervisor (when 4 or more officers are needed)	\$45.00 per hour
Police Service Officer (PSO)	\$35.00 per hour
PSO Supervisor (when 4 or more (PSOs are needed)	\$40.00 per hour
Municipal Security Officer (MSO)	\$25.00 per hour
MSO Supervisor (when 4 or more MSOs are needed)	\$29.00 per hour
3 HOUR MINIMUM	

12. If three (3) or more officers are requested for the job, the fourth officer must be a supervisor.
13. Advance notice of seventy-two (72) hours is required for hiring of an officer.
14. Twenty-four (24) hours' notice in writing is required in the cancelling of any job. Officers cancelled with less than twenty-four (24) hour notice will be paid for three (3) hours minimum.
15. Checks must be made out to the officer individually. Checks are to be mailed to: Off Duty, Mesa Police Department, PO Box 1466, Mesa, Arizona 85211-1466.
16. The Mesa Police Department reserves the right to increase the Off Duty Rate of pay upon a 30 day written notice to all vendors.
17. Vendors who do not agree with the rate change can cancel the Agreement, upon written notice within 14 days of receipt of the written notice of rate increase.

☐ ** I have read and understand each section above (initials required).

Traffic Control: When roadway construction or traffic control is needed and the MPD Officer is stationed in the roadway and/or the job impedes the flow of traffic, a fully marked police vehicle will be required and billed separately at the rate of \$5.00 per hour for the duration of the job. Minimum charge will be \$15.00 per job.

Cancellation: 24 hours cancellation notice is required in writing, otherwise the minimum (3 hours) will be paid to the officer. 72 hours notice is needed prior to hiring any Officer unless exigent circumstances exist.

POTENTIAL TEMPORARY EMPLOYER'S CERTIFICATION

I have read, understand and agree to the conditions for employment outlined in this agreement.

☐ ** I have read and understand the approved duties of Mesa Police Department members as outlined in Mesa Police Department DPM 1.2.120. (Only required for establishments whose primary source of income is from liquor sales).

Signature of Temporary Employer

Date

☐

Approved

☐

Not Approved

Chief of Police or designee (Temporary employment at liquor establishment)

Date

Please forward this completed form to MPD OFF-Duty Hiring
Mesa Police Department – P. O. Box 1466 – Mesa, Arizona 85211
Phone (480) 644-2092 – Fax (480) 644-8114
PDOFFDUTY@mesaaz.gov

DPM 1.2.115A2

5/17/16